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## **APPENDIX A**



### Table of Proposed Local Forms

Letter	Form Name	Corresponding Local Rule (s)
A	Mailing Matrix	1007-1 (b)(1)
B	Notices to Creditors in Chapter 11 Cases Scheduled as Disputed	1007-1 (g)
C	Petition for Payment of Unclaimed Funds	3011-1 (b)(2)(a)
D	Chapter 13 Plan	3015-2 (a)
E	Statement Under 1129	3018-2 (a)
F	Notice of Motion for Relief from Stay	4001-1(c)
G	Request for Debtor to File Tax Information During Pendency of Case	4002-3 (a)
H	Motion by Party in Interest for Access to Debtor's Tax Information	4002-3 (b)
I	Summons in Adversary Proceeding	7004-2
J	Requirements of Joint Pretrial Order	7016-1(c) 9014-1(e)
K	Discovery Plan	7026-1(c)
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M	Exhibit List	9070-1



IN THE UNITED STATES BANKRUPTCY COURT FOR THE  
DISTRICT OF PUERTO RICO

ELECTRONIC FILING OF MASTER ADDRESS LIST

I- General Requirements.

- 1.1 At the time of filing a **voluntary petition** or within fifteen (15) days following the entry of an order for relief on an **involuntary petition**, the debtor (or petitioning creditor or partner, upon order of the court) shall file a master address list on floppy disk. The disk shall be filed in an envelope and shall contain either in alphabetical order or in the same order as listed on the Schedule D, E, and F, the name and last known mailing address and zip code of every scheduled creditor, including creditors having filed a proof of claim. The floppy disk shall be filed in accordance with the format and specifications annexed as Exhibit A.
- 1.2 The master address list shall also include those agencies and officers of the United States required to receive notice in accordance with Bankruptcy Rule 2002 (j).
- 1.3 An attorney who is filing several petitions simultaneously must submit a single floppy disk for **every** petition. The floppy disk shall be filed in accordance with the format and specifications annexed as Exhibit A.
- 1.4 The foregoing requirement is waived for pro se debtors.
- 1.5 If the debtor is a partnership, the master address list shall contain the names and current mailing address of each general and limited partner.
- 1.6 If the debtor is a corporation, the master address list shall contain the names and current mailing addresses of the present officers, or if none, the immediate past officers and directors. In addition, the Chapter 11 debtor shall file within the time specified in Bankruptcy Rule 1007 its list of equity security holders and a separate master address list containing the name and last known address or place of business of each equity security holder.
- 1.7 The debtor and debtor's attorney shall be responsible for the preparation and accuracy of the master address list required by this General Order. Master address lists submitted incorrectly must be resubmitted within three (3) working days. In those cases with time constriction due to the '341 meeting and upon the approval of the Court, the master address list may be submitted by fax. Failure to do so will result in the dismissal of the bankruptcy case.
- 1.8 Whenever amendments to schedules add, delete or correct entities mailing addresses, the debtor shall file a motion indicating the nature of amendment. The motion shall include the names and addresses of the entities added, deleted or corrected.

If creditors are amended, the debtor shall file a motion indicating the nature of



amendment which include only the names and addresses of the creditors added, deleted or corrected.

## II- Disk Type

Must be a 3 1/2 diskette in Microsoft DOS Compatible format in any density up to 1.44 MB.

## III- Labeling Disk

The following information should be included on each disk submitted:

- 3.1 name, firm, telephone number and USDC number of attorney,
- 3.2 debtor's full name,
- 3.3 when receiving the diskette, the cashier must write the date of filing of the same.

## IV- Returning Disk

All disks will be returned if they are properly labeled as specified above. The same can be requested at the Clerk's office counter area.



EXHIBIT A

I - List Format

1. **Lists must be typed in a single column, left justify, and capital letters only.**
2. The first line of the file must be the name of the debtor (Do not include the name of the joint debtor).
3. Leave a double space down
4. Start the list of creditors with their corresponding addresses on the fourth line.  
Each name and address must consist of five (5) or less lines of single space type.  
***Do not include commas, periods or any other character, only hyphens must be typed for nine digit Zip Codes.***
5. Each line must be forty (40) characters or less in length.
6. The addresses are to be written in the format approved by the U.S. Postal Service annexed as Exhibit B.
7. Each address must be separated by two blank lines.

II - Text Format

The creditor matrix must be in an **ASCII file format** with an appropriate text extension such as **.txt**. Most word processing packages have the capability of saving a word processing document as text format, a **DOS text** format or an **MS-DOS text** format.

Another useful tool is the **Notepad**, included as an accessory in most Microsoft Windows packages. File name must be saved as debtor's initials plus the last four (4) digits of the social security number. For example: **JVR1234.txt**. Please, do not include the initials of middle names. If debtor is a Corporation, the file must be saved as Corporation's initials plus the last four (4) digits of the Employment Identification number (EIN).

III - Instructions for saving the creditor matrix file with a **.txt** extension

If using **Microsoft Word** (depending on your revision level).

1. Click on the **File** menu bar selection.
2. Click on **Save as** in the drop down list.
3. In the **Save as type** dialog box select the file format **Text Only or Text Files (\*.txt)**.
4. **Save in** the 3 2 floppy drive (normally a:).
5. In the **File name** box type debtor=s initials plus the four last digits of the social security number (the system provides the same file name with a **.txt** extension).
6. Click on **Save**.

If using **WordPerfect** (depending on your revision level).

1. Click on the **File** menu bar selection.
2. Click on **Save as** in the drop down list.



3. In the **File type** dialog box select the file format **ASCII DOS Text** or **Text Only**.
4. **Save in** the 3 2 floppy drive (normally a:).
5. In the **File name** box type debtor's initials plus the four last digits of the social security number. Do not delete the **.txt** extension (i.e. **a:\JVR1234.txt**).
6. Click on **Save**.

Instructions for saving in **WordPerfect (DOS Versions 5.0 and 5.1)**

1. Press **Ctrl F5**
2. Select option #1: **DOS TEXT**
3. Select option #1: **Save**
  - Word Perfect will prompt: Document to be saved (**DOS Text**):
  - Type a:\debtor's initials plus the last four (4) digits of the social security number followed by the suffix **TXT**, and press enter (i.e. **a:\JVR1234.txt**)
4. Click on **Save**.

If using **Notepad for Windows**.

1. Click on **File** menu bar selection.
2. Click on **Save as** in the drop down list.
3. In the **Save as type** dialog box select the file format **Text Documents (\*.txt)**.
4. **Save in** the 3 2 floppy drive (normally a:).
5. In the **File name** box type debtor's initials plus the four last digits of the social security number. Do not delete the **.txt** extension (i.e. **a:\JVR1234.txt**).
6. Click on **Save**.



EXHIBIT B

The addresses of creditors and parties in interest contained in the master address list are to be written in the basic format approved by the United States Postal Service which is shown below:

Urbanization	NAME * URBANIZATION ** NUMBER AND NAME OF STREET *** CITY STATE ZIP CODE + 4
Buildings and/or Condominiums	NAME NAME OF BUILDING/CONDOMINIUM NUMBER AND NAME OF STREET APT NO OR SUITE CITY STATE ZIP CODE + 4
Rural Zones	NAME SUFFIX RR ROUTE NUMBER, BOX NUMBER CITY STATE ZIP CODE + 4
Highway Contracts	NAME SUFFIX HC ROUTE NUMBER BOX NUMBER CITY STATE ZIP CODE + 4
Box Office	NAME SUFFIX PO BOX, BOX NUMBER CITY STATE ZIP CODE + 4

\*All caps and no periods, comas or other signs.

\*\*Always use the word URB before the Urbanization (there are some exceptions, see instructions attached) and in the second line before any number and street name.

\*\*\*Always use the house number before the street name. Use the word CALLE before the street name. Do not abbreviate nor use the suffix ST. Do not use hyphen nor spaces in street or house number (A17,B100C) except when a block and house number exists (23-180 CALLE 11 for BLOQUE 23 CASA 180 CALLE 11).

For technical assistance please contact Marie Cruz, CM/ECF Project Coordinator at (787) 977-6115.



IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO

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In re:	:		
	:		
	:	CASE NO.	( )
Debtor(s)	:	Chapter 11	
	:		

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**NOTICE TO CREDITORS IN CHAPTER 11 CASE SCHEDULED  
AS DISPUTED, CONTINGENT, OR UNLIQUIDATED**

**PLEASE TAKE NOTICE:** Pursuant to P.R. LBR 1007-1(d), notice is hereby given to creditors listed on the attached sheet that their claims have been scheduled by Debtor as disputed, contingent, or unliquidated. Accordingly, those creditors are advised of their right to file proofs of claim and that failure to do so may prevent them from voting under the Plan or participating in any distribution thereunder. A Proof of Claim form is included in this Notice for your convenience.

Date:

By: \_\_\_\_\_  
(Attorney for Debtor)

\_\_\_\_\_  
(USDC No.)

\_\_\_\_\_  
(Firm Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone)



**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO**

In re:	*	
	:	
	:	
Debtor(s)	:	CASE NO. ( )
	:	Chapter
	:	
	*	

**PETITION FOR PAYMENT OF UNCLAIMED FUNDS**

NOW APPEARS (petitioner) \_\_\_\_\_, of (address) \_\_\_\_\_, and states that on (date) \_\_\_\_\_, (name) \_\_\_\_\_ became entitled to receive \$ \_\_\_\_\_ as a distribution in the above-entitled case, and now appears on the records of this Court as the owner of said funds. The amount requested is being held in the Treasury of the United States as unclaimed funds.

Petitioner represents that he/she/it is entitled to receive the requested funds based upon (check box(es) that apply):

☐ petitioner is the OWNER of said funds being the owner appearing on the records of this Court;

☐ petitioner is the assignee of the owner's claim to said funds; as evidenced in the attached Affidavit or Assignment of Right;

☐ petitioner is the owner's successor in interest, as evidenced in the attached Affidavit or Assignment of Right;

☐ petitioner is the personal representative of the owner's estate, as evidenced in the attached Affidavit and/or other identifying documents; or

☐ petitioner is named in a POWER OF ATTORNEY by (grantor) \_\_\_\_\_, valid under the laws of the Commonwealth of Puerto Rico, that empowers petitioner to collect the unclaimed funds described above on behalf of grantor:

- ☐ as the owner of the claim;
- ☐ as the owner's attorney-at-law, with authorization to receive said funds;
- ☐ as the assignee of the owner's claim to said funds;
- ☐ as the owner's successor in interest; or
- ☐ as the personal representative of the owner's estate.



Your petitioner submits with this petition the following document(s) as proof of the petitioner's identity and status, and the owner's claim of entitlement:

[List all documents that are attached, e.g., copy of government-issued photo i.d., power of attorney, formal assignment; letter of appointment, court order, etc.]

WHEREFORE, your petitioner submits to the personal jurisdiction of this Court and requests that it enter an order directing payment of the unclaimed funds described above to the petitioner, or – if the petitioner is not the owner – to the petitioner on behalf of the owner, in accordance with the documents submitted in support of this petition.

The petitioner declares under penalty of perjury that the foregoing is true and correct:

Name of Petitioner: \_\_\_\_\_

Signature of Petitioner: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

#### **NOTICE OF RESPONSE TIME**

Within twenty (20) days after service as evidenced by the certification – and an additional three (3) days pursuant to Fed. R. Bankr. P. 9006(f) if you were served by mail – any party against whom this paper has been served, or any other party to the action who objects to the relief sought herein, must serve and file an objection or other appropriate response to this paper with the Clerk's Office of the U.S. Bankruptcy Court for the District of Puerto Rico. If no objection or other response is timely filed within the time allowed herein, the paper will be deemed unopposed, unless: (1) the requested relief is forbidden by law; (2) the requested relief is against public policy; or (3) in the opinion of the Court, the interest of justice otherwise requires.

#### **CERTIFICATE OF SERVICE**

The petitioner mailed a copy of this petition and all attachments to the Office of the United States Attorney for the District of Puerto Rico, at Torre Chardón Suite 1201, 350 Carlos Chardón Ave., San Juan, PR 00918, on (date) \_\_\_\_\_.

\_\_\_\_\_



**P.R. LBF D**

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO**

*Under Construction by Chapter 13 Trustees.*



INSTRUCTIONS AND PROCEDURAL GUIDANCE  
FOR CHAPTER 11 CONFIRMATION AND  
REQUIREMENTS UNDER SECTION 1129(a)

1. In order to enable the Court to adequately and efficiently rule on whether or not to confirm a Chapter 11 Plan, the following procedural steps must be followed by the proponent of a plan:

a. The following items are required by the Court at least 7 days prior to the confirmation hearing:

- 1) Statement regarding requirements of 1129(a)
- 2) List of outstanding pre-petition tax claims, other priority claims and expenses of administration.

b. The following items are required by the Court at least two working days before the hearing on confirmation:

- 1) List of Acceptances and Rejections
- 2) Computation of Acceptances and Rejections

NOTE: If a case has more than 200 potential voting parties, contact the Bankruptcy Court Clerk regarding time for filing these two items.



2. The following explanatory directions and proposed forms are intended as a guidance towards compliance with the aforementioned procedure:

a. Statement of Requirements of §1129(a)

The statement must be filed at least 7 days prior to the confirmation hearing, with copy served upon the creditors' committee (also upon its chairman and attorney) and upon the SEC, if a corporation, and upon any party who has made a written request for a copy. This document must state how proponents of the plan will show during the confirmation hearing that the plan complies with each of the requirements of §1129(a). All calculations and projections must be a part of this statement.

The document, calculations and projections will be reviewed by the staff or the Judge prior to hearing. Each item will be reexamined at the hearing and testimony taken whenever necessary. The format should follow each subdivision under §1129(a) as outlined in Exhibit 1.

A detailed explanation is required. Answers must state the specific portion of the plan referred to. Answers such as "See Plan" are unacceptable.

An amended statement showing changed items, if any, (acceptance, rejections, etc.) must be filed at least two days prior to the confirmation hearing.

b. Declaration of Outstanding Pre-Petition Unsecured Tax Claims §1129(a)(9)(C) and Outstanding Involuntary Gap Expenses, Other Priority Claims and Expense of Administration §1129(a)(9)(A) and (B)

A list of outstanding pre-petition taxes and outstanding involuntary gap expenses, other priority claims, and a detailed projection of the expenses of administration as of effective date of the plan (See §1129(a)(9)) must be filed at least 7 days prior to the confirmation hearing.

The format is shown at Exhibit 2. Counsel for proponent of Plan should contact the various creditors shown on the list for accurate figures concerning expenses, fees, commissions, etc., before filing the list. An amended declaration must be filed at the confirmation hearing, if any addition occurs during the week prior to the hearing.

The statement regarding requirements of §1129(a) must certify to the accuracy of the list and show how and when



these debts will be paid. See items §1129(a)(9)(A)(B) and (C).

These claims cannot be voted and should not be shown in the list of Acceptances and Rejections. However, these claims can be voted to determine whether they are to be paid in full upon confirmation or are to be paid over a period of time.

c. List of Acceptances and Rejections

1) A list of acceptances and rejections must be filed with the Court no later than two days prior to the hearing on confirmation. If the case has over 200 creditors and shareholders, consult the staff regarding the time needed for the calculation.

2) The list of acceptances and rejections must show the total dollar amount and total number of acceptances and rejections for each class, and must be listed according to the format shown in Exhibits 3 and 4, only those creditors or interest holders filing an acceptance or rejection are to be shown on the list.

All acceptances and rejections filed with the Court are recorded and docketed, but the only votes which will be counted are those by creditors and interest holders of impaired classes. Acceptances and rejections received by attorneys should be marked with the schedule number or claim number and should be filed with the Court as soon as possible. They should never be returned to the creditor or interest holder because of alleged defects.

The definitions of the column headings on Exhibits 3 and 4 are:

Claim Number or Schedule Number

The acceptances and rejections of creditors and interest holders should be listed by separate classes in the order shown in schedules and claims docket. If a claim has been filed, show the claim number; otherwise, show the scheduled number (if Schedules A-1, A-2, and A-3 do not show numbered creditors, creditors should now be numbered by the plan proponent-beginning with No. 1 on Schedule A-1, and numbering all creditors consecutively).



Name

The full name of each creditor should appear under "name".

Amount

a) If the creditor has filed a claim, the amount of the claim should appear under either acceptance or rejection to record the vote of the creditor. If no claim is on file, the scheduled amount should be used. Disputed (unliquidated, contingent or disputed) claims on file should be included in the list, since the Judge may allow these temporarily for purposes of confirmation, if appropriate. Acceptances or rejections for contingent, unliquidated or disputed scheduled amounts for which no claim is filed should be listed without showing an amount, but showing the word "disputed" and should not be included in the computation.

b) Any acceptances or rejections filed by an "insider" should be included on the list with an amount; however, an asterisk should be inserted immediately after the amount for possible exclusion under §1129(a) (10).

c) The Clerk will verify the amounts, acceptances, and rejections shown on the filed list of Acceptances and Rejections.

d) The attorney can obtain a copy of the Court's claims register to help him prepare the list of acceptances and rejections. All copies are \$0.50 per page.

d. Computation of Acceptances and Rejections

The computation of acceptances and rejections must accompany the list of Acceptances and Rejections. The format is shown at Exhibits 5 and 6. If the box marked "unimpaired" is checked, there is no need to complete the balance of the form for that particular class of creditors; however, it must be shown why that class is not impaired (to be paid in full, to be reinstated after defaults are cured, etc.).



e. Deposit of Funds for Pre-petition Tax Claims/Priority Claims/Expenses of Administration and Cash Payments to Other Creditors

Any amounts payable upon confirmation for administrative expenses involuntary gap expenses, priority claims, pre-petition tax claims, and cash payments to classes of creditors, are to be deposited in a separate bank account.

All checks written on the account must state the debtor's name, the case number, check number, date, payee, and the statement: "Void if not cashed within 90 days of issuance" (or such other time as shall be set in the confirmation order).

If checks remain uncashed after the stated time, a report of unclaimed dividends must be filed with the Court and a check for the unclaimed amount must be drawn payable to the debtor or the entity acquiring the assets of the debtor. (Unclaimed dividends in Chapter 11 cases become their property under §347(b)).

All checks issued on the "deposit account", even if voided, and all bank statements must be filed with the Court when the account is closed. These must be submitted within a month after the account is closed and must be received before the final decree is signed.

f. Objections to Claims or Interests

Unless extended by order of the Court, objections to claims and interests must be filed at least 11 days prior to the first date set for the confirmation hearing. Creditors whose claims are objected must be served with copy of the objection and of a Notice of Hearing indicating the objection will be heard at the hearing on confirmation.

g. Final Report and Request for Final Decree

Upon consummation of the plan, a Final Report and Application for Final Decree. It must show all payments to creditors, interest holders, expenses of administration, issuance of stock, etc., under the plan; state that the plan is fully consummated; and request final decree. Attached as Exhibit 7 is a copy of Statistical Report which the Clerk must file upon closing of each case. The Final Report must contain all figures necessary for completion of the Clerk's Statistical Report. Figures shown in the Final Report should be shown in the same sequence set forth in Exhibit 7.



STATEMENT RE REQUIREMENTS OF §1129(a) AND CHECKLIST FOR  
CONFIRMATION HEARINGS

1. §1129(a)(1) PLAN COMPLIANCE WITH CHAPTER 11

Show that plan complies with applicable provisions of Chapter 11 because it contains what is required for a plan and what is permitted for a plan. See §1122 and 1123.

2. §1129(a)(2) PROPONENT COMPLIANCE WITH CHAPTER 11

Show that the proponent has complied with applicable provisions of Chapter 11, including statement that proponent is a person or entity who could file a plan and has made the appropriate disclosures.

3. §1129(a)(3) PLAN PROPOSED IN GOOD FAITH

State that plan has been proposed in good faith and not by any means forbidden by law.

4. §1129(a)(4) DISCLOSURE OF PAYMENTS, OFFICERS AND INSIDERS

Show compliance with disclosure of payments made or to be made to various people cited in Subdivision (4) and disclosure of officers and insiders pursuant to Subdivision (5).

5. §1129(a)(6) RATE CHANGE APPROVED BY REGULATORY COMMITTEE

Show approval by appropriate regulatory commission if any changes of regulated rates are provided in plan.

6. §1129(a)(7) ACCEPTANCE/BEST INTEREST

Show that the individual members of each impaired class which accepts the plan will receive at least as much as they would have received on a liquidation, unless all votes from the class are in favor of confirmation. This is the "best interest of creditors" test.

7. §1129(a)(8) ACCEPTANCES/UNIMPAIRED

Show that each class has either accepted the plan or is not impaired under the plan.



8. §1129(a)(9) ADMINISTRATIVE EXPENSES/INVOLUNTARY GAP EXPENSES  
OTHER PRIORITY CLAIMS/PRE-PETITION TAXES

(A) The effective date of the plan should be designated. This will probably be the date of confirmation or the date the confirmation order becomes final.

9. (B) The proponent must provide lists of expenses of administration and priority and involuntary gap claims (See Exhibit 2), and must show how and when payment in cash equal to the amount of the allowed claims will be paid, except to the extent that the holder of a particular claim has agreed to a different treatment of the claim. \*(9)(A). If the creditor has agreed to a different treatment of the claim, such treatment must be shown.

10. (C) The proponent must show provisions made for payment on the effective date of the plan of the allowed amount of wage claims, employee benefit claims and lay-away claims, unless the class has consented to deferred payment. Details of any deferred payment must be shown.

11. (D) Provisions for payment of pre-petition tax claim must be shown, either in cash on the effective date of the plan or deferred cash payments over a period not exceeding six years after the date of assessment and of a value equal to the allowed amount of the claim as of the effective date of the plan. If cash payment is not to be made at the effective date of the plan. The proponent must specify the assessment date. In addition, the proponent must show the interest rates or discount factors used so that the court can review the calculations.

12. §1129(a)(10) ACCEPTANCES BY ONE CLASS

Show that at least one class of claims has accepted the plan, without including any acceptance of the plan by an insider holding a claim of such class. The LIST OF ACCEPTANCES AND REJECTIONS AND COMPUTATIONS (Exhibits 3 and 4) must identify the insiders as defined by §101(25)).

13. §1129(a)(11) FEASIBILITY OF PLAN

Proponent must show that confirmation of the plan is not likely to be followed by liquidation or the need for further financial reorganization (unless such liquidation or reorganization is proposed in the plan itself).

14. §1129(nb)(1) & (2) CRAM-DOWN

(Note: This guide is intended for Chapter 11 confirmation hearings where there are no cram down provisions and no 1111(b) elections. If cram-down or 1111(b) election is involved, the statement must show compliance with the requirements of 1129(b) and 1111(b) where applicable). Appropriate computations and pro-



jections must be attached. Contact the Clerk for further requirements and guidelines.)

15. \$1129(c) TWO OR MORE PLANS

Each proponent must state reasons why its plan should be confirmed; each must submit to the court all documents required by this procedural guide.

16. \$1129(d) AVOIDANCE OF TAXES

State whether any governmental entity that is a party in interest has requested that the plan not be confirmed because it was proposed to avoid taxes or Section 5 of the Securities Act of 1933, and the proponent's position concerning such request.

17. \$1123(a)(6) PROHIBITION OF ISSUING NON-VOTING EQUITY SECURITIES

Show that the plan complies with \$1123(a)(6) in that it prohibits issuance of non-voting equity securities and provides for protection of preferred stockholders.

18. \$1141(d) DISCHARGE OF DEBTOR/DISCHARGE HEARING

State whether or not, in the opinion of counsel, the Order of Confirmation will act as a Discharge of Debtor. If so, the discharge hearing required by \$524(d) will be scheduled within 30 days from date of Order of Confirmation.

19. DEPOSIT AND DISTRIBUTION

FIX TIME AND MANNER FOR DEPOSIT AND DISTRIBUTION OF CASH OR OTHER CONSIDERATION UNDER THE PLAN.  
State proponent's proposal.

20. APPROVAL OF PROPOSED ORDER OF CONFIRMATION

State proponents' position on the effect of confirmation and consummation on the creditors and equity security holders of the debtor.



Exhibit 2

OUTSTANDING EXPENSES OF ADMINISTRATION...INVOLUNTARY GAP EXPENSES  
OTHER PRIORITY CLAIMS...PRE-PETITION TAX CLAIMS...CASH PAYMENTS  
UPON CONFIRMATION TO CREDITORS

ADMINISTRATIVE EXPENSES: 1129(a)(9)(A); 507(a)(1)

CLERK, U.S. BANKRUPTCY COURT (\$0.50 per notice)	\$ _____
ATTORNEY FOR DEBTOR	\$ _____
ATTORNEY FOR TRUSTEE	\$ _____
ATTORNEY FOR CREDITORS' COMMITTEE	\$ _____
ACCOUNTANT	\$ _____
TRUSTEE	\$ _____
EXAMINER	\$ _____
CREDITORS' COMMITTEE (Expenses)	\$ _____
OTHER (attach list)	\$ _____

ADMINISTRATIVE EXPENSES AND INVOLUNTARY GAP EXPENSES:  
1129(a)(9)(A); 507(a)(1) and (2)  
(attach list)

\$ \_\_\_\_\_

PRIORITY CREDITORS: 1129(a)(9)(B); 507(a)(3), (4), (5)

WAGE CLAIMS	\$ _____
EMPLOYEE BENEFIT CLAIMS	\$ _____
LAYAWAY CLAIMS	\$ _____

PRIORITY CREDITORS 1129(a)(9)(C); 507(a)(6)

PRE-PETITION TAX CREDITORS: (attach list)	\$ _____
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CASH PAYMENTS TO CLASSES OF CREDITORS UPON CONFIRMATION  
UNDER TERMS OF PLAN

Class A	\$ _____	\$ _____
Class B	\$ _____	\$ _____

TOTAL	\$ _____
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NOTE: Statements re requirements of 1129(a) Exhibit 1 must state in detail how and when these payments will be made.



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(Designate insiders as defined by §101(25) by asterisk (\*))

CLAIM NUMBER	SCHEDULED NUMBER	NAME	AMOUNT FILED OR SCHEDULED	ELECT CLASS B (Reduce to \$500)	ELECT STOCK	ELECT CASH	ACCEPTANCE	REJECTION
		(List in same order shown on schedules and claims docket)						



EXHIBIT "4" CHOOSE APPROPRIATE FORM

(Designate contingent, unliquidated or disputed claims for which no claim has been filed as "Disputed" without amount)

CLAIM NUMBER.	SCHEDULED NUMBER	NAME (List in same order shown on schedules and claims docket)	A M O U N T							
			CLASS I		CLASS II		CLASS III			
			ACCEPTANCE	REJECTION	ACCEPTANCE	REJECTION	ACCEPTANCE	REJECTION		
			\$	\$	\$	\$	\$	\$		



NOTE: SEPARATE FORM MUST BE PREPARED FOR EACH CLASS OF CLAIMS

CLASS OF CLAIMS  
COMPUTATION OF ACCEPTANCES AND REJECTIONS

The following figures are based on acceptances and rejections of creditors.

CLASS OF CLAIMS:

Class (Check one box)

- (     ) Impaired
- (     ) Unimpaired (i.e. deemed to have accepted §1126(f)  
(State reason this class is unimpaired).
- \_\_\_\_\_
- (     ) Rejected plan (deemed to have rejected - compensation denied 1126 (g))

IF IMPAIRED BOX HAS BEEN CHECKED, FILL OUT REMAINDER OF FORM.  
TOTAL FIGURES ARE TO BE TAKEN FROM THE LIST OF ACCEPTANCES AND REJECTIONS.

Total amount of acceptances on file:\* \$ \_\_\_\_\_

Total amount of rejections on file:\* \$ \_\_\_\_\_

Total amount of acceptances and rejections \$ \_\_\_\_\_

Percentage of amount of acceptances \_\_\_\_\_ %  
(2/3 required for class to have accepted §1126(c)\*\*

Number of creditors filing acceptances\*\*\* \_\_\_\_\_

Number of creditors filing rejections\*\*\* \_\_\_\_\_

Total number of acceptances and rejections \_\_\_\_\_

Percentage of number of creditors filing  
acceptances (need over 1/2 (50%)) §1126(c)\*\* \_\_\_\_\_ %

\* Amount excluding "insiders" (1129(a)(10)) and excluding contingent, unliquidated or disputed amounts owed to creditors who have not filed claims. (If claims is on file, it is included in amount.) (This note applies only to the one class that must accept as set forth at §1129(a)(10))

\*\* Percentage excluding those described in \*note.

\*\*\* Number excluding those described in \*note.



NOTE: SEPARATE FORM MUST BE PREPARED FOR EACH CLASS OF INTEREST HOLDERS.

CLASS OF INTERESTS  
COMPUTATION OF ACCEPTANCES AND REJECTIONS

The following figures are based on acceptances and rejections of class of interests.

CLASS OF INTERESTS

Class (check one box)

☐ Impaired

☐ Unimpaired (i.e. deemed to have accepted 1126(f).  
State reason this class is unimpaired.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Rejected plan (deemed to have rejected - compensation denied 1126(g))

IF IMPAIRED BOX HAS BEEN CHECKED, FILL OUT REMAINDER OF FORM.

Total figures are to be taken from the list of Acceptances and Rejections.

Total amount of acceptances on file:\*

\_\_\_\_\_

Total amount of rejections on file:\*

\_\_\_\_\_

Total acceptances and rejections

\_\_\_\_\_

Percentage of amount of acceptances (2/3 in  
amount required for acceptance by this class)  
§1126(d)

\_\_\_\_\_

NOTE: Do not compute number of interests accepting and rejecting.  
Amount only is considered for this class of creditors.

\* Amount excluding contingent, unliquidated or disputed amounts owed to equity security holders who have not filed proof of interest. (If proof of interest is on file, it is included in amount.)

\*\* Percentage excluding those described in \*note.



Forward this form to: Administrative Office of U.S. Courts Attn: SARD, Bankruptcy Statistics Washington, D.C. 20544		DIST. NO. 1	OFF. NO. 2	DOCKET NUMBER YR - NUMBER
		DATE PETITION FILED	REOPENED 4	
NAME OF DEBTOR (Last, First, Middle)		NAME OF JOINT DEBTOR		
AKA/DBA		AKA/DBA		
SS or EMPLOYEE ID		SS OR EMPLOYEE ID		
ADDRESS OF DEBTOR		ADDRESS OF JOINT DEBTOR		
NAME OF COUNTY	COUNTY CODE	NAME OF JUDGE	JUDGE CODE 5	TRUSTEE CODE
DISPOSITION (CHECK ONE) 7		TERMINATED UNDER (CHECK ONE)		
1. Discharge Granted		1. Ch. 7		
2. Discharge Denied		2. Ch. 7 Broker		
3. Discharge Waived/Revoked		4. Ch. 9		
4. Discharge Not Applicable		5. Ch. 11		
5. Petition Dismissed		6. Ch. 12 Railroad		
		9. Ch. 12		
		7. Ch. 13		
		8. Sec. 304		
COMPLETE FOR CHAPTER 11 CASES ONLY				
<input type="checkbox"/> 1 Plan Confirmed <input type="checkbox"/> 2 Plan Not Confirmed	% Dividend to Be Paid. 10	<input type="checkbox"/> Check box if future payments are contemplated under Chapter 11 Plan but percentage dividend is not determinable.		
REPORT PREPARED BY (Name)	DATE REPORT PREPARED	DATE CASE CLOSED		

13 \$ 1. GROSS CASH RECEIPTS (Do not complete below if amount is zero)

FEES AND EXPENSES	
\$ _____	2. Trustee Compensation (If trustee received compensation under more than one chapter \$ _____ Ch. 7 \$ _____ Ch. 9 or 11 \$ _____ Ch. 12 \$ _____ Ch. 13)
\$ _____	3. Fee for Attorney for Trustee
\$ _____	4. Fee for Attorney for Debtor
\$ _____	5. Other Professionals
\$ _____	6. All expenses, including trustee's
DISTRIBUTIONS	
\$ _____	7. Secured Creditors
\$ _____	8. Priority Creditors
\$ _____	9. Unsecured Creditors
\$ _____	10. Equity Security Holders
\$ _____	11. Other payments, except payments to Debtor
\$ _____	12. Subtotal (sum of lines 2 through 11)
	13. Amount of line 12 distributed by:
\$ _____	Chapter 7, 9, or 11 Trustee(s)
\$ _____	Chapter 12 or 13 Trustee(s)
\$ _____	14. Payments to Debtor
\$ _____	15. TOTAL DISBURSEMENTS (sum of line 12 and line 14)
CLAIMS ALLOWED	
\$ _____	16. Total of Secured Claims Allowed (if amount on line 7 is zero, do not complete)
\$ _____	17. Total of Priority Claims Allowed (if amount on line 8 is zero, do not complete)
\$ _____	18. Total of Unsecured Claims Allowed (if amount on line 9 is zero, do not complete)

U.S.



IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO

-----*	
In re:	:
	:
Debtor(s)	:
	:
	:
	:
Movant(s)	:
	:
	:
	:
Respondent(s)	:
	:
-----*	

CASE NO. (    )  
Chapter  
  
INDEX

NOTICE OF MOTION FOR RELIEF FROM STAY UNDER 11 U.S.C. § 362

To the above named respondent(s):

You are hereby notified that on \_\_\_\_\_ the above named movant(s) filed a Motion Seeking Relief from the Automatic Stay under 11 U.S.C. § 362.

Service of the motion and notice must be made within three (3) days after issuance of the motion. A certificate of service must be filed forthwith, but no later than five (5) days after the service is done. If the certificate of service is not timely filed, the Court may deny the motion for failure to give notice within three (3) days from issuance.

You must file an answer to the motion within eleven (11) days from the service of this notice, and serve such answer upon movant or his attorney \_\_\_\_\_ whose address is \_\_\_\_\_.

**IF YOU FAIL TO TIMELY ANSWER AS SET FORTH HEREIN, AN ORDER MAY BE ENTERED AGAINST YOU GRANTING THE RELIEF REQUESTED BY THE MOVANT.**

If a timely answer is filed, then \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. at the United States Bankruptcy Court, U.S. Post Office and Courthouse Bldg., 300 Recinto Sur St., \_\_\_\_\_ Floor, Courtroom \_\_\_\_\_, Old San Juan, PR, is fixed as the time and place for the preliminary and/or final hearing on such motion.

**CELESTINO MATTA-MENDEZ, CLERK**  
United States Bankruptcy Court

By: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_



Rule 4001-1 of the Local Rules of the U.S. Bankruptcy Court for the District of Puerto Rico establishes the following procedure for Motions Requesting Relief From Stay under 11 U.S.C. § 362:

1. Movant must serve both the motion for relief from stay and a notice that substantially conforms to P.R. LBF J within three (3) days of issuance of the notice.
2. Respondent must file an answer to the motion for relief from stay within eleven (11) days after issuance of the notice. If respondent does not file a timely answer, the Court may enter judgment for the movant and take the matter off the Court's calendar.
3. The notice must set forth the specific date for the preliminary hearing on the motion for relief from stay.
4. Pursuant to 11 U.S.C. § 362(e), the hearing date specified in the notice may be a preliminary hearing, or may be consolidated with the final hearing, as will be determined by the Court.
5. If movant seeks relief with respect to a stay of an act against property under 11 U.S.C. § 362(d)(1) or (d)(2), the motion must be accompanied by the following supporting documents:
  - (a) true copies of all notes, bonds, mortgages, security agreements, financing statements, assignments, and any other document on which the movant will rely at the hearing;
  - (b) a report of any appraiser whose testimony is to be presented at the hearing;
  - (c) a statement of amount due, including a breakdown in the following categories:
    - (1) unpaid principal;
    - (2) accrued interest, from and to a specific date;
    - (3) late charges, from and to a specific date;
    - (4) attorney's fees;
    - (5) advances for taxes, insurance, and like concepts;
    - (6) unearned interest;
    - (7) any other charges; and
    - (8) a per diem interest factor.
6. At least three (3) days prior to the hearing, respondent must file with the Court and serve upon movant – or his attorney if so represented – a report of any appraiser whose testimony is to be presented at the hearing, as well as a copy of any other document which it will use at the hearing.
7. If the motion for relief from stay is contested, counsel for the parties must confer with respect to the issues raised in the motion, in order to determine whether a consent order may be entered and/or to stipulate to relevant facts about the value of the property, and to the extent and validity of any security agreement.

\*\*\*\*\*

#### CERTIFICATE OF SERVICE

I certify under penalty of perjury that I served a copy of the within Notice and Motion upon \_\_\_\_\_

on \_\_\_\_\_ By: \_\_\_\_\_  
(Date of Service) (Describe Mode of Service)

Executed on: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
SIGNATURE



IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO

-----\*

In re:	:	
	:	
	:	Case No. ( )
	:	Chapter
Debtor(s)	:	
-----*	:	

**REQUEST FOR DEBTOR TO FILE TAX INFORMATION**  
**DURING PENDENCY OF CASE**

\_\_\_\_\_ is a party in interest in the above  
individual chapter 7, 11 or 13 case, and qualifies as such for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

Accordingly, pursuant to 11 U.S.C. § 521(f)(1-4), \_\_\_\_\_ hereby  
requests that the Debtor file the following tax information with the Court:

I hereby declare under penalty of perjury that the foregoing is true and correct.

Dated:

\_\_\_\_\_  
(Signature)  
Type Attorney Name  
Address  
Phone Number

For: \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I hereby certify that on \_\_\_\_\_ I mailed, by United States Postal Service, postage  
prepaid, the Request for Debtor to file Tax Information filed with the Court on the following non  
CM/ECF participants: \_\_\_\_\_



IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO

-----\*

In re:	:		
	:		
	:	Case No.	( )
	:	Chapter	
Debtor(s)	:		

-----\*

**REQUEST FOR DEBTOR TO FILE TAX INFORMATION**  
**DURING PENDENCY OF CASE**

I \_\_\_\_\_, am a party in interest in the above individual chapter 7, 11 or 13 case, and qualify as such for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_.

Accordingly, pursuant to 11 U.S.C. § 521(f)(1-4), I hereby request that the Debtor file the following tax information with the Court:

I hereby declare under penalty of perjury that the foregoing is true and correct.

Dated:

\_\_\_\_\_  
(Signature)  
Type Name  
Address  
Phone Number

For: \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I hereby certify that on \_\_\_\_\_ I mailed, by United States Postal Service, postage prepaid, the Request for Debtor to file Tax Information filed with the Court on the following non CM/ECF participants: \_\_\_\_\_.



P.R. LBF H.1

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO**

-----\*

In re:	:	
	:	
	:	Case No. ( )
	:	Chapter
Debtor(s)	:	

-----\*

**MOTION BY PARTY IN INTEREST FOR ACCESS TO DEBTOR'S TAX INFORMATION**

\_\_\_\_\_ is a party in interest in the above entitled case, and qualifies as such for the following reasons: \_\_\_\_\_.

The tax information designated below cannot be obtained from any other source, and is necessary for the following reasons: \_\_\_\_\_.

Accordingly, pursuant to 11 U.S.C. § 521(g)(2), \_\_\_\_\_ hereby requests access to Debtor's tax information on file with the clerk for the year(s): \_\_\_\_\_.

Access is requested in the following manner:

Regular Mail at the following address: \_\_\_\_\_

In Person (Tel.) \_\_\_\_\_

I hereby declare under penalty of perjury that the foregoing is true and correct.

Dated:

\_\_\_\_\_  
(Signature)  
Type Attorney Name  
Address  
Phone Number

For: \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I hereby certify that on \_\_\_\_\_ I mailed, by United States Postal Service, postage prepaid, the Request for Debtor to file Tax Information filed with the Court on the following non CM/ECF participants: \_\_\_\_\_.



IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO

P.R. LBF H.2

-----\*

In re:	:	
	:	
	:	Case No. ( )
	:	Chapter
Debtor(s)	:	

-----\*

**MOTION BY PARTY IN INTEREST FOR ACCESS TO DEBTOR'S TAX INFORMATION**

I, \_\_\_\_\_, am a party in interest in the above  
entitled case, and qualify as such for the following reasons: \_\_\_\_\_.

I further state that the tax information designated below cannot be obtained from any other source,  
and is necessary for the following reasons: \_\_\_\_\_.

Accordingly, pursuant to 11 U.S.C. § 521(g)(2), I hereby requests access to Debtor's tax  
information on file with the clerk for the year(s): \_\_\_\_\_.

Access is requested in the following manner:

Regular Mail at the following address: \_\_\_\_\_

In Person (Tel.) \_\_\_\_\_

I hereby declare under penalty of perjury that the foregoing is true and correct.

Dated:

\_\_\_\_\_  
(Signature)  
Type Name  
Address  
Phone Number

For: \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I hereby certify that on \_\_\_\_\_ I mailed, by United States Postal Service, postage prepaid,  
the Request for Debtor to file Tax Information filed with the Court on the following non CM/ECF  
participants: \_\_\_\_\_.



**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO**

**IN THE MATTER OF:**

DEBTOR (S)

**CASE NO.**

**(GAC)**

**PLAINTIFF(S)**

## CHAPTER

ADVERSARY NUMBER

**DEFENDANT(S)**

**SUMMONS**

**To the above named defendant(s):**

You are hereby summoned and required to serve upon \_\_\_\_\_  
plaintiff's attorney (or if plaintiff is not represented by counsel, upon plaintiff), whose address is \_\_\_\_\_ either a  
motion or an answer to the complaint which is now served upon you. If you elect to respond first by  
motion, as you may pursuant to Bankruptcy Rule 7012, that rule governs the time within which your  
answer must be served. Otherwise, you are required to serve an answer upon plaintiff's attorney (or  
upon plaintiff if plaintiff is not represented by counsel) within thirty (30) days of the date of issuance of  
this summons issued by the Clerk (or by the following date prescribed by the Court. \_\_\_\_\_), except  
that the United States or an officer or agency thereof shall serve an answer to the complaint within thirty  
five (35) days after the issuance of the summons.

(If this summons and complaint is served in a foreign country), service of your answer must be served by the following date prescribed by the Court:

**Your motion or answer must be filed with this Court**

**IF YOU FAIL TO RESPOND TO THIS SUMMONS, YOUR FAILURE WILL BE DEEMED TO BE YOUR CONSENT TO ENTRY OF A JUDGMENT BY THE BANKRUPTCY COURT AND JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF DEMANDED IN THE COMPLAINT.**

**CELESTINO MATTA-MENDEZ**  
**CLERK, U.S. BANKRUPTCY COURT**

Date of Issuance \_\_\_\_\_

BY: \_\_\_\_\_  
Intake Deputy Clerk



**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO**

**REQUIREMENTS FOR JOINT PRETRIAL ORDER**

**I. PURPOSE OF JOINT PRETRIAL ORDER:** P.R. LBR 9014-1(d) governs the procedure for filing a Joint Pretrial Order. The preparation and filing of the Joint Pretrial Order serves to facilitate and expedite the court hearing (but is *not* intended to force agreement where there is genuine disagreement). Accordingly, parties directed to file a Joint Pretrial Order must adhere to the form of order set forth below.

**II. SUBMISSION OF JOINT PRETRIAL ORDER:** The Joint Pretrial Order **MUST** be signed by all counsel (or pro se parties, if applicable) involved in the litigation. One sided orders will be treated as defective. Parties should refer to P.R. LBR 9014-1(d) for the proper procedure when obtaining cooperation is difficult. When filing by conventional means, counsel are required to file the original and two (2) copies of the Joint Pretrial Order and three (3) copies of all exhibits. In addition, they must also submit an Exhibit List substantially conforming to P.R. LBF N. Unless specifically in dispute, the underlying loan documentation should not be filed as an exhibit. In addition, in Chapter 11 cases (including adversary proceedings) the local office of the United States Trustee must be served with a copy of the Joint Pretrial Order, the Exhibit List, and the exhibits.

**III. CONTENTS OF JOINT PRETRIAL ORDER:** The Joint Pretrial Order must contain the following numbered paragraphs:

1. Facts which are admitted and require no proof;
2. Issues of fact remaining to be litigated; evidence at trial will be limited to these issues and the issues of law designated in paragraph 5 below;
3. A list of proposed witnesses for the Plaintiff and for the Defendant, with a brief statement as to the capacity in which each will testify;
4. A list of exhibits to be offered at trial by each party (other than those to be used for impeachment) in accordance with P.R. LBR 9070-1:
  - a. In the sequence proposed to be offered;
  - b. The moving party/plaintiff's exhibits must be marked alphabetically (A-Z) and the respondent/defendant's exhibits must be marked numerically (1-100);
  - c. With a description of each, sufficient for identification;
  - d. With a statement of any objections reserved as to admissibility;
  - e. With a statement confirming that parties have exchanged copies of all



exhibits.

**NOTE: All exhibits listed are full exhibits unless objection is reserved, and are to be marked prior to trial. Attorneys are responsible for providing copies of exhibits for all counsel, witnesses, and other parties.**

5. The issues of law to be determined with reference to appropriate statutory and/or common law authorities; evidence at trial will be limited to these issues and to issues of fact stated in paragraph 2 above;
6. The position of other lienholders (if a relief from stay matter);
7. That all discovery has been completed;
8. Whether or not the parties believe that the matter should be referred to a settlement judge prior to trial. The Court will review the Joint Pretrial Order and issues in dispute, to determine whether the matter is one that might benefit by referral to a settlement judge prior to trial. If the Court concludes that a settlement conference is warranted, an order to that effect will issue; and
9. That the parties are ready for trial, together with the estimated time for the entire trial/hearing.



IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO

-----*	
In re:	:
	:
Debtor(s)	:
	:
	:
	:
Plaintiff(s)	:
	:
v.	:
	:
	:
Defendant(s)	:
-----*	

CASE NO. ( )  
Chapter  
ADV. PROC. NO.

DISCOVERY PLAN PURSUANT TO FED. R. CIV. P. 26(f)

Pursuant to Fed. R. Civ. P. 26(f) – made applicable to bankruptcy proceedings by Fed. R. Bankr. P. 7026 – the parties hereby submit their Discovery Plan in accordance with P.R. LBR 7026-1(a):

1. The parties state that all disclosures under Fed. R. Bankr. P. 7026(a) have been made [OR] The parties agree that all disclosures under Fed. R. Bankr. P. 7026(a)(1) will be made on or before [insert date] [OR] By written stipulation in accordance with Fed. R. Bankr. P. 7026(a)(1) – which was filed with the Court on \_\_\_\_\_, the parties have stipulated that none of the specified disclosures will be made.
2. The parties will conduct discovery concerning the following subjects: [insert types of matters which will be subject to discovery] See Fed. R. Bankr. P. 7026(f)(2).
3. The parties anticipate that discovery will be completed within \_\_\_\_ days and agree to a discovery closure date of [insert date].
4. The parties DO/DO NOT believe they need a deadline to join other parties or amend the pleadings as such actions are not contemplated at this time. If applicable, the deadline for joinder of parties or to amend pleadings is on or before [insert date].
5. The parties agree that the deadline to file dispositive and pre-trial motions will be [insert date].
6. The parties agree that a Joint Pretrial Order will be filed on or before [insert date] provided that no dispositive motions are filed by that date. If a dispositive motion is filed, the parties respectfully request the Court to set a Joint Pretrial Order deadline in any decision or order denying dispositive relief.



7. The parties believe that referral of this matter for mediation WOULD/WOULD NOT be helpful [and – if applicable – both parties consent to such referral. Due to outstanding discovery requests, the parties ask that referral not be made until [insert date]. It is the parties' understanding that such a referral will not suspend the other deadlines in this case unless the parties make such a request by written motion.]
8. The parties DO/DO NOT believe that a Pretrial Conference before the Court would serve any purpose at this time.

Respectfully submitted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Plaintiff: \_\_\_\_\_

Defendant: \_\_\_\_\_

BY: Signature Block\* of Attorney  
for Plaintiff:

Signature Block\* of Attorney  
For Defendant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* See P.R. LBR 1005-1(d).



IN THE UNITED STATES BANKRUPTCY COURT FOR  
THE DISTRICT OF PUERTO RICO

IN RE:

Debtor(s)

BK NO.

Chapter

APPELLANT ELECTION FORMAppeal of Order or Judgment of U.S. Bankruptcy Court,  
District of Puerto Rico dated \_\_\_\_\_, Doc. No. \_\_\_\_\_.

APPELLANT(S)

APPELLEE(S)

Attorney  
(Firm Name, Address, and Telephone No.)

Attorney (If known)

\_\_\_\_\_ I elect to have this appeal heard by the Bankruptcy  
Appellate Panel for the First Circuit.\_\_\_\_\_ I elect to opt out of the Bankruptcy Appellate Panel for  
the First Circuit and request that this appeal be heard by the  
United States District Court for the District of Puerto Rico.

By: \_\_\_\_\_

Signature of Attorney (or Appellant, if pro se)

Dated: \_\_\_\_\_



**CERTIFICATE OF SERVICE**

I, \_\_\_\_\_, certify that I am \_\_\_\_\_, and all times during the service  
( name )  
of process was, not less than 18 years of age and not a party to the matter concerning which service of  
process was made. I further certify that the service of this summons and a copy of the complaint was  
made \_\_\_\_\_

by: \_\_\_\_\_

( date )

- ☐ **Mail Service:** Regular, first class United States mail, postage fully pre-paid, address to:
- ☐ **Personal Service:** By leaving the process with defendant or with an office or agent of defendant  
at:
- ☐ **Residence Service:** By leaving the process with the following adult at:
- ☐ **Certified Mail Service on an Insured Depository Institution:** By sending the process by certified  
mail addressed to the following office of the defendant at :
- ☐ **Publication:** The defendant was served as follows: [Describe briefly]
- ☐ **State Law:** The defendant was served pursuant to the laws of the State of \_\_\_\_\_  
as follows: [Describe briefly] (name of state)

Under penalty of perjury, I declare that the foregoing is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

Business address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO**

IN RE  
DEBTOR

BANKRUPTCY NO. \_\_\_\_\_

ADVERSARY NO. \_\_\_\_\_

Plaintiff

vs

Defendant

FOR COURT USE ONLY

JUDGE \_\_\_\_\_

COURT REPORTER \_\_\_\_\_

HELD  
AT \_\_\_\_\_

DATE \_\_\_\_\_

**EXHIBIT LIST**

PARTY'S NAME: \_\_\_\_\_

EX. NO.	DESCRIPTION	** FOR COURT USE ONLY **					DISPOSITION AFTER TRIAL
		M A R K E D	O F F E R E D	O B J E C T	A D M I T	D A T E	

(Note: This Exhibit List is to be prepared in advance of the date of trial by counsel for all parties and furnished to the Court in duplicate and served on opposing counsel.)



